

		<b>Wiltshire HMEP peer review</b>		<b>Monday 22nd February 2016</b>
<b>Time</b>	<b>Work stream 1</b>	<b>Work stream 2</b>	<b>Work stream 3</b>	
08:15 - 09:00	<b>Admin - Passes - Breakfast- Set up in team room</b> <b>Longleat room (Base Room)</b>			
09:00 - 10:00	<b>Setting the Scene</b> <ul style="list-style-type: none"> <li>• <b>Baroness Scott of Bybrook OBE</b> (Leader of the council)</li> <li>• <b>Cllr John Thomson</b> (Deputy leader of the council - Conservative)</li> <li>• <b>Cllr Philip Whitehead</b> (Cabinet Member for Highways and Transport - Conservative) <ul style="list-style-type: none"> <li>• <b>Dr Carlton Brand</b> (Corporate Director)</li> </ul> </li> <li>• <b>Parvis Khansari</b> (Associate Director - Highways &amp; Transport)</li> <li>• <b>Peter Binley</b> (Head of Service - Highways Assets &amp; Commissioning)</li> <li>• <b>Allan Creedy</b> (Head of Service - Sustainable Transport)</li> <li>• <b>Adrian Hampton</b> (Head of Service- Highway Streetscene, South and car parking)</li> <li>• <b>Bill Parks</b> (Head of Service - Highway Weather &amp; Emergency Services &amp; Streetscene - North)</li> </ul> <b>Lacock room</b>			
10:00 - 10:15	<i>Break</i>			
10:15 - 11:15	<b>Leader of the council one 2 one</b> <ul style="list-style-type: none"> <li>• Baroness Scott of Bybrook OBE (Leader of the council - Conservative)</li> </ul> <b>Lacock room</b>	<b>Associate Director one 2 one</b> <ul style="list-style-type: none"> <li>• Parvis Khansari (Associate Director - Highways &amp; Transport)</li> </ul> <b>Golding room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>	
11:15 - 11:30	<i>Break</i>			
11:30 - 13:00	<b>Focus Group</b> <b>Highways Contract Scrutiny Task Group</b> <ul style="list-style-type: none"> <li>Cllr Bob Jones MBE (Liberal Democrats)</li> <li>Cllr Jeff Osborn (Independent)</li> <li>Cllr Linda Packard (Liberal Packard)</li> <li>Cllr Anthony Trotman (Conservative)</li> <li>Cllr John Walsh (Labour)</li> <li>Henry Powell (Senior scrutiny officer)</li> </ul> <b>Lacock room</b>	<b>Portfolio Holder one 2 one</b> <ul style="list-style-type: none"> <li>• Cllr Philip Whitehead (Cabinet Member - Conservative)</li> </ul> <b>Golding room</b>	<b>Corporate Director one 2 one</b> <ul style="list-style-type: none"> <li>• Dr Carlton Brand (Corporate Director)</li> </ul> <b>Westwood Room</b>	
13:00 - 14:00	<i>Lunch - Longleat room</i>			
14:00 - 15:15	<b>Focus Group</b> <b>Community Engagement and Resilience Community Area Transport Groups (CATG)</b> <ul style="list-style-type: none"> <li>• Cllr Philip Whitehead- Cabinet Member for Highways and Transport</li> <li>• Parvis Khansari (Associate Director Highways &amp; Transport)</li> <li>• Dave Thomas (Traffic Engineering Manager) <ul style="list-style-type: none"> <li>• Kirsty Rose (Senior Traffic Engineer)</li> </ul> </li> </ul> <b>Lacock Room</b>	<b>Focus Group (Non - executive members)</b> <ul style="list-style-type: none"> <li>• Cllr Glenis Ansell (Opposition leader - Liberal Democrats)</li> <li>• Cllr Peter Hutton (Conservative)</li> <li>• Cllr Peter Evans (Conservative)</li> <li>• Cllr Jon Hubbard (Liberal Democrats)</li> <li>• Cllr Simon Killane (Independent)</li> </ul> <b>Golding Room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>	
15:15 - 15:30	<i>Break</i>			
15:30 - 16:45	<b>LEP / SEP Meeting</b> <ul style="list-style-type: none"> <li>• Cllr Fleur de Rhé-Philippe (Cabinet Member for Economy, Skills and Transport - Conservative) <ul style="list-style-type: none"> <li>• Alistair Cunningham (Associate Director of Economy &amp; Planning)</li> </ul> </li> <li>• Allan Creedy (Head of Service - Sustainable Transport)</li> <li>• Tim Martienssen (Head of Service - Economic Development)</li> </ul> <b>Lacock Room</b>	<b>Governance, Finance, Contracts &amp; Procurement</b> <ul style="list-style-type: none"> <li>• Michael Hudson (Associate Director - Finance) <ul style="list-style-type: none"> <li>• Ian Gibbons (Associate Director - Legal &amp; Governance)</li> </ul> </li> <li>• Robin Townsend (Associate Director - Corporate Services &amp; Function, Procurement &amp; Programme Office)</li> </ul> <b>Golding room</b>	<b>Focus Group Suppliers one 2 one</b> <ul style="list-style-type: none"> <li>• Dave Gibby (Ringway)</li> </ul> <b>Westwood room</b>	
16:45 - 17:00	<i>Break</i>			
17:00-17:30	Peer team working and feedback preparation <b>Longleat Room</b>			
17:30-18:00	Peer team feedback to Cllr Philip Whitehead, Dr Carlton Brand , Parvis Khansari <b>Lacock room</b>			

Time	Wiltshire HMEP peer review		Tuesday 23rd February 2016
	Work stream 1	Work stream 2	Work stream 3
08:30 - 09:00	<b>Team Time &amp; Breakfast</b> <b>Longleat room (Base Room)</b>		
09:00 - 10:00	<b>Local highways, Winter service &amp; Car parking</b> <ul style="list-style-type: none"> <li>• Bill Parks (Head of Service - Highway Weather &amp; Emergency Services &amp; Streetscene - North)</li> <li>• Adrian Hampton (Head of Service - Highway &amp; Streetscene, South and car parking)</li> </ul> <b>Salisbury room</b>	<b>Highways Asset Management, Commissioning and Flooding</b> <ul style="list-style-type: none"> <li>• Peter Binley (Head of Service - Highways Assets &amp; Commissioning)</li> </ul> <b>Golding room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>
10:00 - 10:15	<i>Break</i>		
10:15 - 11:00	<b>User Groups</b> <ul style="list-style-type: none"> <li>• Ray Conneely (Freight Transport Association)</li> <li>• Lance Allan (Cyclist &amp; Trowbridge Town Clerk)</li> <li>• Graham Hay (British Motorcycle Federation)</li> </ul> <b>Salisbury room</b>	<b>Sustainable Transport</b> <ul style="list-style-type: none"> <li>• Allan Creedy (Head of Service - Sustainable Transport)</li> </ul> <b>Golding Room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>
11:00 - 11:15	<i>Break</i>		
11:15 - 13:00	<b>Focus Group Highways Managers</b> <ul style="list-style-type: none"> <li>• Chris Clark (Client Area Manager, West )</li> <li>• Fiona Waind (Support Manager, South )</li> <li>• Brian Lanham (Weather and Drainage Manager )</li> <li>• Spencer Drinkwater (Principal Officer Transport Strategy )</li> <li>• Paul Bromley (Highways Systems Manager)</li> <li>• Simon Rowe (Weather &amp; Emergency Officer)</li> </ul> <b>Salisbury Room</b>	<b>Focus Group Internal and External Communications</b> <ul style="list-style-type: none"> <li>• Adrian Hampton (Head of Service - Highway &amp; Streetscene, South and car parking)</li> <li>• Frank Coleman (Head of Customer Services) <ul style="list-style-type: none"> <li>• Steve Milton (Head of Service - Community Engagement &amp; Governance)</li> <li>• Allan Clarke (Communications Officer)</li> </ul> </li> </ul> <b>Golding room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>
13:00 - 14:00	<i>Lunch - Longleat room</i>		
14:00 - 15:30	<b>Focus Group Staff</b> <ul style="list-style-type: none"> <li>• Laura Gosling (Senior Transport Planner Sustainable Transport)</li> <li>• Paul Bollen (Engineer)</li> <li>• Malcom Beaven (Engineer)</li> <li>• Matt Perrott (Engineer)</li> <li>• Mark Wiltshire (Highways Control Officer - Major Projects-Sustainable Transport)</li> <li>• Nicki Clifford (Highway Programme &amp; Risk Register Office)</li> </ul> <b>Salisbury room</b>	<b>Focus Group Suppliers</b> <ul style="list-style-type: none"> <li>• Nigel Holpin (Tarmac)</li> <li>• Richard Stokes (Atkins)</li> </ul> <b>Golding room</b>	<b>Contracts Meeting</b> <ul style="list-style-type: none"> <li>• Parvis Khansari (Associate Director - Highways &amp; Transport)</li> <li>• Peter Binley (Head of Service - Highways Assets &amp; Commissioning)</li> </ul> <b>Westwood Room</b>
15:30 - 15:45	<i>Break</i>		
15:45-17:00	<b>Performance and Risk</b> <ul style="list-style-type: none"> <li>• Parvis Khansari (Associate Director - Highways &amp; Transport)</li> <li>• Peter Binley (Head of Service - Highways Assets &amp; Commissioning)</li> </ul> <b>Salisbury room</b>	<b>Audit Representative one 2 one</b> <ul style="list-style-type: none"> <li>• David Hill CMIIA (South West Audit Partnership Ltd)</li> </ul> <b>Golding Room</b>	<b>Hold for Peer review team</b>  <b>Westwood Room</b>
17:00-17:30	Team working and feedback preparation <b>Longleat Room</b>		
17:30-18:00	Peer team feedback to Cllr Philip Whitehead, Dr Carlton Brand , Parvis Khansari , <b>Lacock room</b>		

Time	Wiltshire HMEP peer review		Wednesday 24th February 2016
	Work stream 1	Work stream 2	
08:30 - 09:00	<p align="center"><b>Team Time &amp; Breakfast</b></p> <p align="center"><b>Longleat room (Base Room)</b></p>		
09:00 - 09:45	<p align="center"><b>Peer review team discussion</b></p> <p align="center"><b>Longleat room</b></p>	<p align="center"><b>Hold for Peer review team</b></p> <p align="center"><b>Westwood Room</b></p>	
09:45 - 10:00	<i>Break</i>		
10:00 - 11:45	<p align="center"><b>Peer review team discussion</b></p> <p align="center"><b>Longleat room</b></p>	<p align="center"><b>Hold for Peer review team</b></p> <p align="center"><b>Westwood Room</b></p>	
11:45 - 12:00	<i>Break</i>		
12:00 - 13:00	<p align="center"><b>DRY RUN - Feedback presentation</b></p> <ul style="list-style-type: none"> <li>● <b>Cllr John Thomson</b> (Deputy leader of the council - Conservative)</li> <li>● <b>Cllr Philip Whitehead</b> (Cabinet Member - Conservative)</li> <li>● <b>Parvis Khansari</b> (Associate Director - Highways &amp; Transport)</li> </ul> <p align="center"><b>Lacock room</b></p>		
13:00 - 14:00	<i>Lunch - Longleat room</i>		
14:00 - 15:00	<p align="center"><b>Feedback session</b></p> <ul style="list-style-type: none"> <li>● <b>Cllr John Thomson</b> (Deputy leader of the council - Conservative)</li> <li>● <b>Cllr Philip Whitehead</b> (Cabinet Member - Conservative)</li> <li>● <b>Parvis Khansari</b> (Associate Director - Highways &amp; Transport)</li> <li>● <b>Peter Binley</b> (Head of Service - Highways Assets &amp; Commissioning)</li> <li>● <b>Allan Creedy</b> (Head of Service - Sustainable Transport)</li> <li>● <b>Adrian Hampton</b> (Head of Service- Highway Streetscene, South and car parking)</li> <li>● <b>Bill Parks</b> (Head of Service - Highway Weather &amp; Emergency Services &amp; Streetscene - North)</li> </ul> <p align="center"><b>Lacock room</b></p>		
15:00-15:30	<p align="center">Team debrief and departure</p> <p align="center"><b>Lacock Room</b></p>		

## Notes